

E.B. Cape Center April and May Technology Skills Learning Calendar

Classes	April Class Dates	May Class Dates	June Class Dates	Time
MS PowerPoint - 2007 Transition Class (AM)	7, 14, 22	4, 27	8, 22	8:00 a.m. - 11:30 a.m.
MS Word 2003 - 1		5	9	8:30 a.m. - 4:30 p.m.
MS Word 2003 - 2		14	16	8:30 a.m. - 4:30 p.m.
MS Excel 2003 - 1			2, 8	8:30 a.m. - 4:30 p.m.
MS Word - 2007 Transition Class (PM)	7, 14, 22	6	7, 24	1:00 p.m. - 4:00 p.m.
MS Access 2003 - 1			3	8:30 a.m. - 4:30 p.m.
Performance Impact System	5, 12, 19, 26	10, 17	21	1:00 p.m. - 4:00 p.m.
MS PowerPoint 2003 - 1		12		8:30 a.m. - 4:30 p.m.
MS Access 2003 - 2			10	8:30 a.m. - 4:30 p.m.
MS Access - 2007 Transition Class (AM)	15, 28	19		8:30 a.m. - 11:30 a.m.
MS Access - 2003 - 3			23	8:30 a.m. - 4:30 p.m.
MS Outlook - 2007 Transition Class (PM)		20	14	1:00 p.m. - 4:00 p.m.
MS Excel - 2007 Transition Class (PM)	1, 6, 13, 15, 21	3, 24	3, 9, 16, 23	1:00 p.m. - 4:00 p.m.
MS PowerPoint 2003 - 3				8:30 a.m. - 4:30 p.m.
MS Word - 2007 Transition Class (AM)	1, 6, 13, 21	26	15, 30	8:30 a.m. - 11:30 a.m.
MS Excel 2003 - 3			22	8:30 a.m. - 4:30 p.m.
MS Excel - 2007 Transition Class (AM)	8, 27			8:30 a.m. - 11:30 a.m.
MS PowerPoint - 2007 Transition Class (PM)	8, 27			1:00 p.m. - 4:00 p.m.
MS Excel 2007 Macros	29			8:30 a.m. - 4:30 p.m.
MS Outlook - 2001 Transition Class (AM)			23	8:30 a.m. - 11:30 a.m.
MS Outlook 2003 - 1			29	8:30 a.m. - 4:30 p.m.
Protect Your Back American Red Cross	2, 16, 30	14, 28	11, 25	8:30 a.m. - 10:30 a.m.
CPR / Medic First Aid / AED Course	20	4	15	8:00 a.m. - 4:00 p.m.
Defensive Driving Course (DDC) 4 hr.	7, 14, 21, 28	5, 12, 19, 26	2, 9, 16, 23, 30	8:00 a.m. - 12:00 p.m.
Professional Truck Driving Defensive Driving Course (PTDDC) 4hr.	21	19	30	8:30 a.m. - 12:00 p.m.
Defensive Driving Course (DDC) 4 hr Spanish ONLY	6			8:00 a.m. - 12:00 p.m.
Commercial Driver's License - Preparatory Course (CDL)			1	8:00 a.m. - 3:00 p.m.

NOTE: All classes meet for one day unless otherwise specified. Click on the class name for a description of the class. Obtain your supervisor's approval and register for classes through your Training Liaison. The Cape Center has been asked to enforce **Executive Order 1-37**. All employees who work, train or visit must display assigned City of Houston identification badges.

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